

KYAE Policy and Procedure Manual

Summary of Changes, 2011-12

➤ **Core Services, p. 4**

Language relating to Workforce Alliance Grants has been removed from policy.

➤ **Eligibility, p. 9**

The wording was revised so that students who live, work or are *enrolled in postsecondary education* in Kentucky are eligible for adult education services providing they meet the other eligibility criteria.

➤ **Performance and Accountability, p. 32**

Enrollment requirements for the Performance and Accountability Policy have been adjusted while academic performance requirements remain the same:

	Excellence	Proficient	Needs Improvement
Enrollment	85 percent or above AND	65 percent or above AND	64 percent or less OR
Academic Performance	54 percent or above	48-53 percent	Less than 48 percent

➤ **Personnel, pp. 35-39**

Changes are:

- Programs are limited to designating one Program Director per county.
- A new title of “Assistant Program Director” was added.
- New Instructors must have specified TABE, ACT or SAT scores; with strong justification, a waiver can be requested for currently certified teachers.
- The “Instructor’s Aide” title was changed to “Academic Assistant,” and the characteristics and job duties changed significantly. The Academic Assistant must work under the daily supervision of a qualified Instructor or Program Director. The Academic Assistant provides one-on-one instruction at the discretion of the Instructor or Program Director. The Academic Assistant does not provide classroom or group instruction.
- The “Clerk” title was changed to “Administrative Assistant,” but there are no significant changes in the characteristics or job duties.
- Program directors who supervise non-degreed instructors shall work with KYAE staff to develop individualized educational plans for non-degreed instructors.
- The title “Co-op Student/Intern” was removed.
- Requirements for volunteers were added.

➤ **Professional Development, pp. 40-49**

The 2011-12 professional development focus is on KYAE Common Core Standards. The PD requirements for 2011-12 were previously announced. Program PD allocations will remain level unless budget cuts require adjustments.